National Institute of Educational Planning and Administration
(Deemed to be University)

17-B, Sri Aurobindo Marg, New Delhi – 110 016

Constitution of a Panel of Copy Editors

NIEPA invites applications for the Constitution of a Panel of Copy Editors for English Language. Educational Qualifications/Experience, Prescribed Rates and other details are available on NIEPA Website: **www.niepa.ac.in** Please send the applications latest by **05.04.2021** (Monday) to the Registrar, National Institute of Educational Planning and Administration, 17-B, Sri Aurobindo Marg, New Delhi – 110 016.

The NIEPA invites applications for Constitution of a Panel of Copy Editors for English Language. The detailed particulars are as follows:-

Essential Educational Qualifications and Experience:-

1. Post-Graduate Degree in English Literature from a recognized University.

   OR

   Master's Degree in Education. Fairly Good knowledge of Indian Education.

2. Knowledge of Computer Application and should be able to do editing and/or Corrections and changes on MS Word files in Tracking Mode.

3. A minimum of 5 years' experience in Copy Editing for literary books, research journals and publications with the reputed National and/or International Publishers/ Universities/Institutes.

Desirable:-

1. Persons with M.Phil and Ph.D. with English Literature or additional qualifications, research experience, published papers would be preferred.

2. Degree/Diploma in Journalism/Mass Communication.

Prescribed Rates by the Institute:-

- **Rs. 300 per 1000 words** for Copy Editing.

The Candidates are requested to submit their application along with enclosures duly self-attested with two photos, by Hand / Speed Post / Courier on or before **05.04.2021** (Monday) addressed to **THE REGISTRAR, NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION, 17-B, SRI AUROBINDO MARG, NEW DELHI – 110016** OR at the email to **registrar@niepa.ac.in** giving details of (1) Name (2) Address (3) Educational Qualification (4) Respective Work Experience (5) E-mail Address (6) Phone Nos. (7) PAN No. (8) Aadhar Card, undertaking the authenticity of the information furnished and duly signed. Applications received after the due date will not be considered.

The decision of the Institute in this regards shall be final and binding.

Registrar